

COMMANDER IN CHIEF, U.S. PACIFIC COMMAND

(USCINCPAC)

CAMP H.M. SMITH, HAWAII 96861-5025

USCINCPACINST 4000.2N J424 1 April 1993

USCINCPAC INSTRUCTION 4000.21

USPACOM DEFENSE REGIONAL INTERSERVICE SUPPORT (DRIS) Subj: PROGRAM

(a) DODI 4000.19, Interservice, Interdepartmental, and Ref: Interagency Support

(b) DOD 4140.25M, Procedures for the Management of Petroleum Products, July 1988

(c) CINCPACINST 4200.4G, USPACOM Materiel Acquisition Management Policy, December 1985

(d) CINCPACINST 5711.6C, Negotiation, Conclusion and Reporting of International Agreements, June 1989

(e) USCINCPACINST +600.5E, USPACOM Joint Board, March 1991 Transportation

(f) USCINCPACINST 6320.2G, Pacific Command Health Services; March 1986

(g) USCINCPACINST S3020.2J, Command Relationships in the Pacific Command, June 1984, with CH-3, February 1987

(1) Distribution of Completed DD Form 1144 and Attachments

(2) Uniform Procedures for Joint Interservice Regional Support Groups (JIRSG)

(3) Guidance for Conducting JIRSG Studies

(4) Study Format Outline

(5) Summary Cover Sheet of Completed JIRSG Study

(6) Sample Format JIRSG Minutes

(7) JIRSG Study Quarterly Summary

(8) JIRSG Minutes Distribution List

Purpose. To provide unified command guidance for implementation of the Defense Regional Interservice Support (DRIS) Program per references (a) through (g) within the U.S. Pacific Command (USPACOM). It is U.S. Commander in Chief, Pacific (USCINCPAC), policy to eliminate unnecessary resource duplication and to seek increased economies and effectiveness by encouraging use of Interservice Support Agreements (ISAs). Joint Interservice Regional Support Groups (JIRSGs) will be used to determine the optimum arrangement and amount of resources required to support DOD activities located in a particular geographic area.

Cancellation. USCINCPACINST 4000.2M.

Background. Reference (a) contains basic Department of Defense (DOD) guidance on policies and principles for interservice, interdepartmental, and interagency support. It also contains general instructions governing the operation of the DRIS program and provides uniform guidance with respect to joint service policy and procedures governing the establishment of the DRIS program. Reference (b) contains specific instructions concerning procedures for petroleum, oils, and lubricants (POL) transactions. Reference (c) establishes the policy for coordination of USPACOM procurement and directs establishment of Joint Acquisition Management Boards (JAMBs). International agreements are not part of the USPACOM DRIS program; reference (d) contains guidance for negotiating and concluding international agreements. Reference (e) establishes a USPACOM Joint Transportation Board to review USPACOM inter- and intratheater transportation resources committed for the support of requirements in the USPACOM area. Reference (f) establishes Tri-Service Regional Review Committees in each geographic location to coordinate all interservice medical functions. Tri-Service Regional Review Committee performs consolidation studies involving medical functions. Reference (g) outlines the responsibilities of subordinate unified commanders and USCINCPACREPs for coordination of interservice matters.

4. Responsibilities

- a. The commander of a unified command is responsible for:
 - (1) Effectiveness and economy of operations.
- (2) Prevention or elimination of unnecessary duplication of facilities and overlapping of functions among Service components.

The DRIS program is a management tool for assisting the commander of a unified command in executing these responsibilities.

- b. CINCPACFLT, PACAF/CC, CDRUSARPAC, CDREUSA, COMMARFORPAC, and USCINCPACREP Guam are responsible for implementing the DRIS program within their Service or area of coordination. In addition, these commanders, with the exception of the USCINCPACREP, are responsible for supporting JIRSGs as discussed in enclosure (2).
- c. COMUSKOREA, COMUSJAPAN, COMALCOM, and USCINCPACREP Guam/TTPI, per reference (g), are also responsible for coordination of all interservice support matters within their respective areas of responsibility. This includes establishment of a DRIS Program Review Board (DPRB), if desired.
- d. Local activity commanders are responsible for maintaining all ISAs involving their command and for providing representation to the JIRSG and associated study groups as required.

5. Implementation

- a. DRIS involves all levels of command and staff. Family housing, real property maintenance, subsistence, calibration, aircraft supply and maintenance support, and vehicle maintenance are examples of functions that come under the DRIS Program. The DRIS Program offers the means for promoting more effective use of Service support capabilities and eliminating unjustified duplication of effort and costs.
- b. The USCINCPAC Joint Petroleum Office exercises jurisdiction over interservice POL matters.
- c. The Joint Acquisition Management Boards recommend solutions to specific interservice acquisition problems.
- d. The Tri-Service Regional Review Committees toordinate all aspects of medical services. They also perform JIRSG studies in medical functional areas as required by the JIRSG chair.
- e. All commanders in USPACOM will strive to expand the use of interservice, interdepartmental, and interagency support. This will increase the effectiveness of operations and reduce defense resource requirements without impairing mission capability. Specifically, Service component commands, subordinate unified commands, host country security assistance activities, USCINCPACREPS, and other activities in the USCINCPAC area of responsibility (AOR) must:
- (1) Conduct programs to achieve consolidated logistics support, common use of facilities and equipment, and common management services consistent with mission needs and economy of operations. When required, prepare DD Form 1144 as specified in reference (a).
- (2) Ensure that interservice, interdepartmental, and interagency support concepts and objectives are well publicized and periodically reviewed at all levels of management.
- (3) Review and monitor the overall status of ISAs under their cognizance. Advise USCINCPAC/J42 of the name, grade, telephone number, mailing address, and message address of their Interservice Support Coordinator (ISC).
- (4) Develop implementing instructions as necessary to delineate individual responsibilities arising from this instruction within their area of responsibility. Commands will forward a copy of any proposed implementing instruction through USPACOM Service channels to USCINCPAC J42 for staffing and review prior to publication.

- f. All commands will, where possible, list ISAs that remain in effect in support of their Operations Plans (OPLANS). These ISAs will be listed in the appropriate appendix.
 - (1) ISAs to support OPLANS must consider the following:
- (a) Assure responsiveness to operational and tactical requirements of commanders concerned.
- (b) Assure responsibilities are assigned to provide for a smooth transition from peacetime to wartime operations.
- (2) During initial negotiation, commands will review all ISAs to determine if the services to be provided are required in time of war or contingency. Block 11 of the DD Form 1144 will contain one of the following statements:
- (a) "This agreement will remain in effect during implementation of CPLAN(s)";
- (b) "This agreement will terminate upon implementation of OPLAN(s)"; or
 - (c) "This agreement does not support any OPLAN."

Commands will update existing ISAs during their next review or revision to include the above OPLAN information.

- (3) OPLANS will include a narrative description of all supporting ISAs with the applicable annexes. Interservice support appendix to specific HQ USCINCPAC OPLAN logistics annexes, as well as supporting OPLANS, will include a list of all supporting ISAs. Supporting commands' OPLAN interservice support appendixes may contain detailed guidance for supplier and receiver ISCs.
- 6. Organization and Function. In order to implement the DRIS Program effectively USCINCPAC establishes the following organizations within USPACOM:
 - a. Interservice Support Coordinators Board (ISCB)
- (1) The ISCs from HQ USCINCPAC, USARPAC, CINCPACFLT, HQ PACAF, and COMMARFORPAC will be members of the ISCB.
 - (2) The USPACOM ISCB will:
- (a) Serve as the focal point and provide advice and assistance for interservice support projects.
 - (b) Review DRIS programs within the USCINCPAC AOR.

- (c) Monitor and review the progress of JIRSGs in dealing with proposals or recommendations provided by DRIS Program Review Boards (DPRBs) and overall DOD DRIS programs.
- (d) Recommend actions and studies to determine the appropriateness of eliminating duplicate and overlapping functions in USPACOM.
 - (e) Meet quarterly or at the call of USCINCPAC J42.

b. DPRBs (excluding Hawaii):

- (1) Subordinate unified commands or USCINCPACREPs will establish DPRBs at their option. They shall consist of senior officers who will review broad functional areas in search of economies through common logistics and administrative support. They will solicit and review interservicing proposals and suggestions from all echelons of their command.
- (2) DPRBs will encourage and originate ideas, suggestions, and recommendations for coordination between two or more military services or other U.S. Government agencies. Whenever possible, commands will implement feasible interservice support ideas and programs locally. Commands will forward interservice support matters beyond the scope of local authority or opposed by a component command to their Service headquarters with a copy to USCINCPAC J42.
- (3) DPRBs will meet as often as deemed necessary by the subordinate unified command or USCINCPACREP. On an annual basis they will provide USCINCPAC/J42 a narrative report of the overall status of the DRIS program under their cognizance.
- c. Enclosures (2) through (8) provide guidance on running JIRSGs. Enclosure (3) to reference (a) establishes JIRSGs by geographic area, including USPACOM.
 - d. Relationship of DPRBs and JIRSGs.
- (1) JIRSGs consist of the JIRSG board and a number of Support Category Study Groups (SCSG) dedicated to detailed study and resolution of interservicing problems on a broad or functional basis. They are responsible for providing guidance and study format direction to SCSGs and ad hoc study groups. When JIRSGs require additional study assistance, they can contact USCINCPAC J42 through their designated service channels.
- (2) DPRBs review the operation of the DRIS program in their geographic area and identify functions in which study by the JIRSG could result in efficient operations.
- (3) In geographical areas where time, distance, and span of control factors dictate, senior area commanders should consider combining or modifying DPRB and JIRSG structure.

7. <u>USPACOM DRIS Study Review Procedures</u>. JIRSGs will forward unresolved study problems, with recommendations, through their chain of command to their Service headquarters. They will forward a collateral action copy directly to USCINCPAC/J42. All disagreements, to include minority reports, will be fully documented with supporting facts and signed by the Service representative concerned.

HAROLD T. FIELDS, JR. Lieutenant General, USA

Deputy USCINCPAC/Chief of Staff

Distribution: (USCINCPACINST 5605.1L)

List IA, B, C

List II

DISTRIBUTION OF COMPLETED DD FORM 1144 AND ATTACHMENTS

l. All Activities

- a. Army: Major Army commands.
- b. Air Force: Major Air Force commands.
- c. Navy: Major component overseas commands and the major claimant having management and financial responsibility.
- d. <u>Marine Corps</u>: The major commands having management or financial responsibility over the activity.
- e. For DOD Dependent Schools (DODDS) support agreements only, send one copy to the DOD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331, ATTN: Logistics Division.
- 2. Include in the General Provisions block, Block 11 of DD Form 1144, or in an attachment, the distribution list with name, office symbol, address, and APO, FPO, or ZIP numbers or codes of activities receiving the agreement (internal supplier or receiver distribution excepted).
- 3. The submission of DD Form 1144 is exempt from the need for a Report Control Symbol per subsection VIIB, enclosure (3), DOD Directive 5000.19.

UNIFORM PROCEDURES FOR JOINT INTERSERVICE REGIONAL SUPPORT GROUPS (JIRSGs)

1. <u>PURPOSE</u>. This enclosure establishes uniform procedures and assigns responsibilities to JIRSGs for conducting DRIS studies.

2. OBJECTIVE

- a. JIRSGs will ensure a review of functions within specific geographical areas identified by areas of support services in enclosure (2) of reference (a). JIRSGs will develop a systematic approach to ensure they review each support category. JIRSGs will provide an information copy of the proposed review plan and milestone schedule to USCINCPAC/J42 via their Service command channels.
- b. JIRSGs will promote interservice cooperation and mutual support to the overall advantage of the Service components, USCINCPAC, and DOD. They will help reduce USPACOM costs by eliminating duplicate support services between component and subunified commands without jeopardizing mission accomplishment.
- 3. <u>SCOPE</u>. These procedures apply to all USPACOM component and subunified commands.

4. JIRSG COMPOSITION

- a. Chair--The command assigned geographic responsibility will appoint the Chair through command channels. The Chair will be an 0-6 or equivalent civilian rating. JIRSGs will provide the name and telephone number of the JIRSG Chair and Program Manager through command channels to USCINCPAC J42.
- b. Membership--Each military Service within the geographic area shall provide, as a minimum, one senior officer to represent that Service. Commands will provide other members to contribute professional expertise in the areas of logistics, personnel, administration, and comptrollership, as required.
- c. The ISCs designated by each military component, Service or activity, per this instruction, are non-voting JIRSG members for the purposes of liaison and coordination with other ISCs.

5. RESPONSIBILITIES

- a. JIRSGs will re-examine functional areas determined not feasible for interservicing. Once a functional area has been thoroughly researched and determined infeasible for further interservicing, supporting documents will be maintained on file and updated by the JIRSG to provide an audit trail for a General Accounting Office (GAO) or DOD Inspector General (Audit) review.
- b. JIRSGs will form ad hoc study groups, as required, to conduct specialized, in-depth studies and analysis on which further action may be based.

- c. JIRSGs will establish Support Category Study Groups (SCSGs) to include the most qualified functional experts from each military component or other federal agency. The JIRSG Chair will appoint each SCSG Chair.
- d. The JIRSG Chairs (military 0-6 or civilian equivalent) shall:
- (1) Serve as the point-of-contact (POC) for all JIRSG matters, providing technical advice, guidance, motivation, and assistance to all DOD components within JIRSG region and report through normal military channels.
- (2) Develop and update annually the master matrix of all suppliers and receivers for all DRIS functional categories within the JIRSG in coordination with component and subunified commands POC. The matrix serves as a ready reference guide for studies proposed and planned and may expose other areas with high dollar return.
- (3) Designate a component or subunified command as a "satellite" when it is remote to the JIRSG. The "satellite" will participate in the JIRSG effort by use of correspondence and telephone.
- (4) Convene annual planning meetings with JIRSG members to establish the order of priority of JIRSG studies.
- (5) Activate support category study groups as required to perform specific tasks. Enclosure (3) provides information and guidance on conducting a JIRSG study. Enclosures (4) and (5) are sample formats for reporting JIRSG study results.
- (6) Consider ongoing functional studies directed by DOD components to avoid duplication of support services.
- (7) Hold meetings as required to review progress of the JIRSG in accomplishing required studies. Provide minutes to USCINCPAC J42. Enclosure (6) provides a sample format for the minutes. The minutes shall include a quarterly summary of studies, enclosure (7). Enclosure (8) provides a breakdown of the distribution of JIRSG minutes.
 - f. Designated Support Category Study Groups (SCSGs) shall:
- (1) Maintain an aggressive and continuing campaign to review interservicing requirements and capabilities and determine those areas in which interservicing may be feasible.
- (2) Using enclosure (3), conduct JIRSG studies under the guidance of the JIRSG Chair and Program Manager.

- (3) Conduct continuing, aggressive reviews to ascertain extent to which centralization is feasible, to prevent competition among activities for available resources, and to assume any other function which will improve efficiency and effectiveness within their area.
- (4) Meet periodically, as required by the JIRSG Chair or as often as determined by the SCSG Chair. Advertise date, place, time, and agenda to permit all interested activities to participate.
- (5) Prepare SCSG meeting notes in such detail that progress may be evaluated. Each JIRSG chair will specify reporting requirements based on local conditions. When the SCSG determines that a functional area appears not feasible for further interservicing, the SCSG will prepare justification to support their conclusion and forward the recommendation to the JIRSG Chair for approval.
- 6) The Joint Training Board SCSGs for Hawaii, Japan, Korea, Guam, and Alaska will coordinate USPACOM DRIS training requirements. They will keep USCINCPAC J42 apprised of USPACOM DRIS training status. This authority does not include direct coordination with DOD schools to modify DRIS training course content. JIRSGs will forward all such proposals to USCINCPAC J42 through their chain of command.

6. ADMINISTRATIVE ACTIONS

- a. JIRSGs will forward their minutes to the other activities shown in enclosure (8). On receipt, the JIRSG's appointing command will review the minutes for compliance with the provisions of this instruction and reference (a). In those instances where noncompliance is noted, the appointing command will provide the necessary guidance. Examples would be where the minutes cite incorrect references or procedures.
- b. JIRSG minutes are not subject to reports control and therefore will contain the following statement: "This an exempt report per Section VII, USCINCPACINST 5214.2B."
- c. JIRSGs are also exempt from Service regulations concerning retirement of records, specifically minutes and completed JIRSG studies. These documents will be retained for future JIRSG and SCSG.

GUIDANCE FOR CONDUCTING JIRSG STUDIES

- 1. General. The primary aim of a JIRSG study is to determine the optimum arrangement and amount of resources required to support DOD activities located in a particular geographic area.
- 2. <u>Identification of Study Candidates</u>. A potential for study exists any time there is more than one way to accomplish a given objective. Normally, ad hoc or standing sub-study groups within the geographic JIRSG shall be responsible for identifying as well as conducting studies. In addition to directed studies, substudy groups shall consider the following sources or guidance for identifying studies:
- a. Review of categories of support services identified in enclosure (2) to reference (a).
 - b. Crossfeed of studies conducted by other JIRSGs.
- c. Examination of the requirements, operations, and facilities within the functional area of the sub-study group.
- 3. Methodology. Studies shall be an orderly, logical, and comprehensive presentation of the essential elements of each alternative. Use the following procedure to prepare a study:
- a. <u>Determine the Objectives</u>. What is the purpose of the study? What is the ultimate decision that must be made? If there are multiple objectives, they shall be given priorities and categorized as either required or desirable.
- b. Gather the Data. This step involves collecting all the information in the form of facts, assumptions, and criteria or standards for judging facts, principles, opinions, and assumptions. In gathering data the study group shall:
- (1) Determine and define the current support concept, including mission support requirements and justification for existence.
- (2) Define both the providing and receiving DOD component's missions (including deployment requirements) and unique aspects or operational procedures that affect the formulation of alternative support concepts.
- (3) Identify the workload that must be accomplished. What is the normal workload? Maximum workload? Relative priority or time-sensitivity? Are workloads compatible or complementary? Understand the job and the factors affecting performance.

- (4) Identify facilities, personnel and support systems resources currently or potentially available. Identify overhead and general and administrative expenses devoted to each function. Examine:
 - (a) Locations of potential work points.
- (b) Equivalency or duplication of capability of facilities in quantity or type of workload.
 - (c) Underused capacity.
 - (d) Workload expansion capability.
- (e) Distance between delivery and pickup points of materiel and equipment.
 - (f) Responsiveness of present providers. -
 - (g) Personnel used.
- c. <u>List Alternative Solutions</u>. The aim in developing alternatives is to ensure that the best solution will have a chance to emerge by selecting top candidates for analysis. The study group should consider the following in developing alternatives:
- (1) Current support be considered the first alternative and act as the baseline against which risks and costs are compared.
- (2) Select additional alternatives based on their ability to meet the objectives based on the facts, assumptions, and criteria. Alternatives can vary in complexity—from minor ISA activity to total consolidation of support by one DOD component.
- (3) The alternatives selected shall be limited to a workable number (normally three alternatives).
- (4) Alternatives shall include combinations that appear most desirable with an optimum combination of risk and economics.
- d. <u>Test Alternative Solutions</u>. The study group shall analyze and evaluate each alternative against established objectives. DOD Instruction 7041.3 outlines two major analytical methodologies:
- (1) Risk analysis evaluated for each alternative (to determine the expectation or probability that a given course of action will be realized with constraints of time, cost and technical performance); that is, what effect will each alternative have on the mission?

(2) Economic analysis to determine the benefits of each alternative related to input and output.

e. Recommendation for Best Possible Solution

- (1) The final recommendation is drawn from the consensus of the members of the study group through careful consideration of the results and through the expertise brought by each member of the group from the DOD component he or she represents.
- (2) All qualitative and quantitative factors developed during the study will aid in deciding which alternative provides the best solution. The best solution is not necessarily the lowest cost alternative, although cost and savings are important considerations. The best alternative is the most practical solution after DOD considerations have been met.
- f. Preparation of Report. During the course of the study, the study group shall develop a draft report. Enclosure (4) is the format for the draft report. Comptroller personnel shall verify cost factors, cost analysis, and summary data to ensure validity of fiscal information. The commanders affected shall review the entire report. The report will include the comptroller's verification and the comments of the commanders. After appropriate review and concurrence by the study group, they will prepare the draft in final form and submit it to the area JIRSG Chair.
- g. Summary Cover Sheet of Completed JIRSG Study. After the study group completes the report, they will complete a summary cover sheet of the completed JIRSG study in the format shown in enclosure (5).

STUDY FORMAT OUTLINE

1. EXECUTIVE SUMMARY

- a. Introduction
- b. Concl ion(s)
- c. Recommendation(s)

2. CRITERIA

- a. Risk Analysis
- b. Cost Analysis
- 3. FACTS
- 4. ASSUMPTIONS
- 5. <u>ALTERNATIVES</u>

6. <u>DISCUSSION OF ALTERNATIVES</u>

- a. Description
- b. Advantages
- c. Risk Analysis
- d. Economic Analysis

SUMMARY COVER SHEET OF COMPLETED JIRSG STUDY

- 1. Study Title:
- 2. Name of Support Category:
- 3. JIRSG Area Identification Code:
- 4. Function Studies:
- 5. Location and Magnitude of Study:

End Strength Authorized (Assigned) and Annual Operating Costs

Installation Organization Civ Mil Total Costs (SK)

- 6. Brief Description of Study:
- 7. Study Recommendations:
 - a. Narrative:
 - b. Recommended Resource Changes:

Annual Recurring Savings One-Time Savings¹ Reimbursement Realignments²

Manpower
 End Strength
 (\$K)
Equipment (\$K)

Facility (\$K)

Other (\$K)

- c. Lead or Implementing DOD Component Recommendation:
- 8. Date (YYMMDD) Study Forwarded by JIRSG or Agreement Reached:
- 9. Date (YYMMDD) Study Forwarded by Major Command or Agreement Reached:
- 10. Date (YYMMDD) Study Forwarded by DOD Component Headquarters or Agreement Reached:
- 11. Date (YYMMDD) Study Decision Made by DOD, if applicable:

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12. Implementing Action Taken:

Action Taken

Date Fully Implemented

Other

13. Resource Action Taken:

Annual Recurring One-Time Reimbursement Savings 2 Savings 2 Realignments 2 Realignments 2

Manpower End Strength (\$K) Equipment (\$K) Facility (\$K)

Other (\$K)

- 14. Hours Expended on JIRSG Study:
- 15. Source of Cost Data:
- 16. Remarks (general comments, including problem areas):

^{1.} Reflect savings that will be realized because of the consolidation.

^{2.} Reflect all reimbursements or realignments from the receiver to the supplier.

SAMPLE FORMAT JIRSG MINUTES

Date

Subj:	Minutes	of Join	t Interservice	Regional	Support	Group
(JIRSG) Area				-	·	•

To: Distribution List

- 1. In paragraph 1 indicate the date of meeting, names of permanent members present, alternate members present, and the names of permanent members absent. In each instance, indicate the DOD component the attendees represent.
- 2. Old Business. In this paragraph specify all old business considered appropriate for inclusion by the Chair or membership.
- 3. Reports of Support Category Study Groups (SCSGs). In this and subsequent paragraphs include reports from study groups concerning previously assigned functional studies. Include recommendations of the study group, each DOD component's position, the potential dollar savings, if any, and any other data pertinent to the action or decision of the JIRSGs. List specific manpower and cost savings as a result of consolidations, when possible. Update the plan of action and milestones for all incomplete studies. Record actions taken or to be taken with respect to delinquent studies.
- 4. New Business. Include any new business brought before the JIRSG but not covered elsewhere. Indicate the assignment of future tasks for SCSGs. Discussion shall be in enough detail to include names of each SCSG, the specific functional area to be studied, the objective of the study, plan of action and milestones (completion data of economic and risk analysis, required progress reports, forwarding dates), and the date the SCSGs shall present recommendations to the JIRSG.
- 5. <u>Future Business</u>. List in this paragraph functional areas considered feasible for future study along with planned starting date.

6. Concluding Paragraph

- a. Cite accomplishments of the JIRSG and applicable SCSGs since the previous meeting.
- b. Indicate planned date, time, and location of next regularly scheduled meeting.
- 7. Upon completion of any SCSG study, a short, concise brief shall be prepared and attached to the minutes as an enclosure. The brief shall specify the objectives of the study, the decision

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reached by the JIRSG, the basis for decision, action taken, and any minority opinions. If desired, a separate one-page minority opinion may be attached.

3. Minutes shall include a list of all projects currently under SCSG study and the projected completion date.

Signature by the Chair

Distribution to:

JIRSG STUDY QUARTERLY SUMMARY

1.	JIRSG Area Identification:				
2.	Name of Support Category:				
3.	Study Title:				
4.	Brief Description of Study:				
5.	Date (YYMMDD) Initiated:			*	
б. —	Current Study Status:	··········			
	·				·
7.	Projected Completion Date (YYMMDE	D):			
8.	Anticipated Savings:	·			
9.	Remarks (general comments, includ	ding	problem	areas):	
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JIRSG MINUTES DISTRIBUTION LIST

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